How to Create Cookie Consent Notice Modal

The State of Montana has approved agency use of Google Analytics 4 (GA); follow the steps below to complete the process.

1. Download the code package
2. Install GA on your website
3. Create the Cookie Consent page
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5. Publish your site
6. Test the installation
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1. Download the code package

SITSD has created the code you will need to update your website. Please download the code package to get started. The package includes the cookie consent page (HTML) language and cookie modal (JS). You will need to update some of the references in your files, which will be noted throughout this documentation.

- [Download the package](#)

2. Install Google Analytics

If you have not already, you must create a profile on Google Analytics for your organization. Follow the steps outlined in the Google Analytics Install Directions to complete this step.

- [Google Analytics Installation Instructions](#)

3. Create the Cookie Consent page

To deploy the cookie modal, you need to [create a new page](#). The Use of Cookies page explains state policies and how we will use GA to improve the user experience on our websites. We have created approved language which you can use.

a) Use the **cookieNotice.html** file from the zipped file and **update your agency name/abbreviation** in the provided spaces.

After creating this page

a) Add the cookie/analytics link to your folder in the **_set-up-blocks>home** file in the **footer** section.
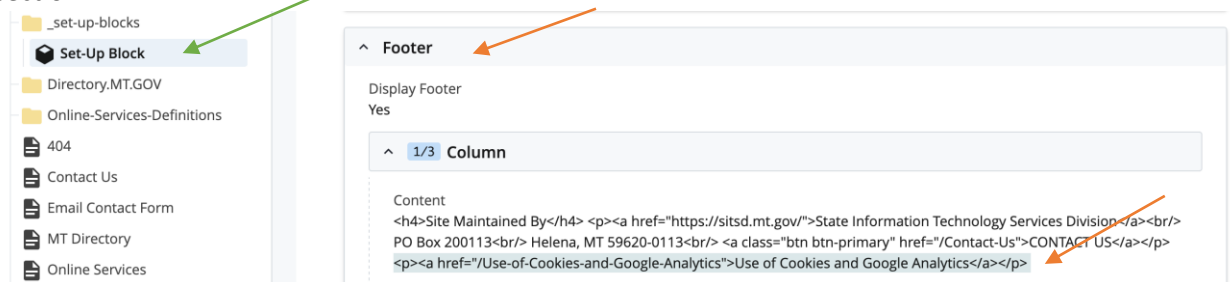
b) Click "Edit" in the menu at the top.
c) Select which column you want to add the notice to; we recommend the first.
d) Click the column and add the link to your Cookie Notice Page **as illustrated above**.
e) Submit your change.

4. Install the Cookie Consent Modal code

The modal was written to use each site's stylesheet to dictate the styling of the modal.

In the **CookieModal.js** file you downloaded, update the URL with the new Analytics Page you created in Step 2. In the original file, around line 73, you will edit the line that includes the code "**anchor.href = ' ';**"

a) Update that to the new URL of your cookie page as illustrated below:
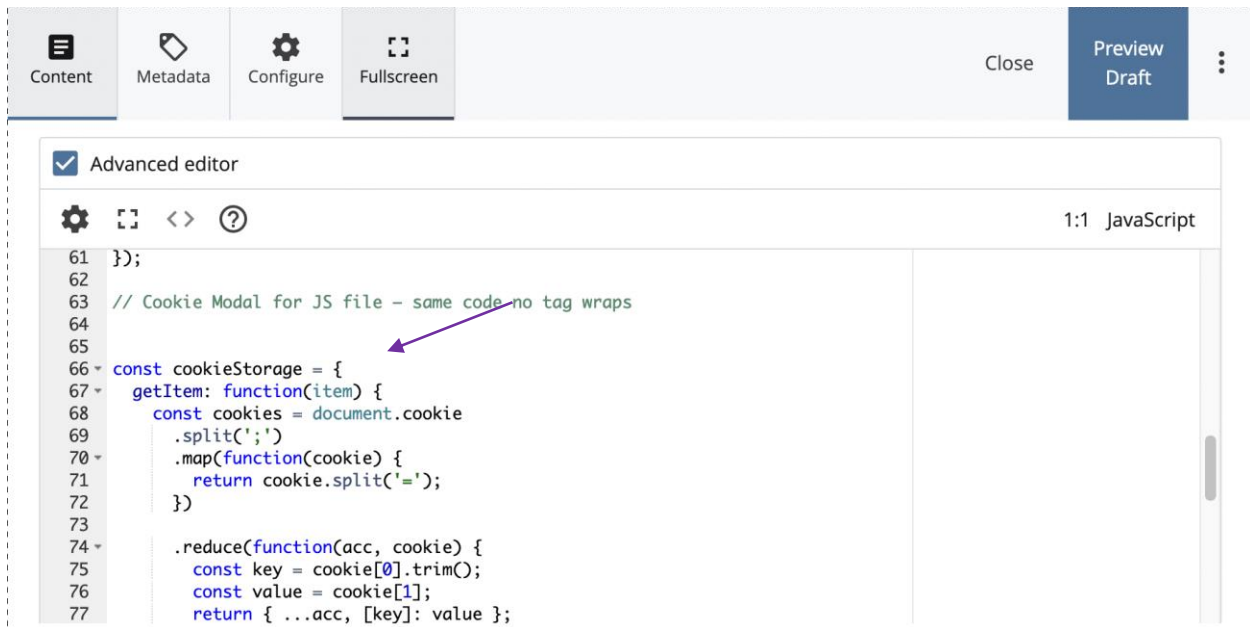b) Submit your edit.

```
70
71    <!--Create the anchor element-->
72    var anchor = document.createElement('a');
73    anchor.href = 'https://test-directory.mt.gov/Use-of-Cookies-and-Google-
      Analytics.html';
74    anchor.textContent = 'Google Analytics';
75
```

c) In **Cascade CMS admin**, navigate to your site using the "Go to Site" search bar.
d) Open the scripts.js file under **_files > js > scripts.js** and click edit.

e) At the end of the file, paste the edited **CookieModal.js** script.

a) Click the ⋮ icon to open the submit dialog.
b) **Submit** your update.

Version Comments

Comments left here will be saved in the assets version history.

Submit now or perform guided content checks.

| Submit | Check Content & Submit |

5. Publish your site

Once you have completed these steps, you must publish the whole site. Publish to test first and make sure all is well.

a) In the site content menu, right click on your site name, and click "**Publish**"
b) In the dialog box, click "**View Publish Settings**" to select where you would like to publish your site
c) Select your **Test destination**
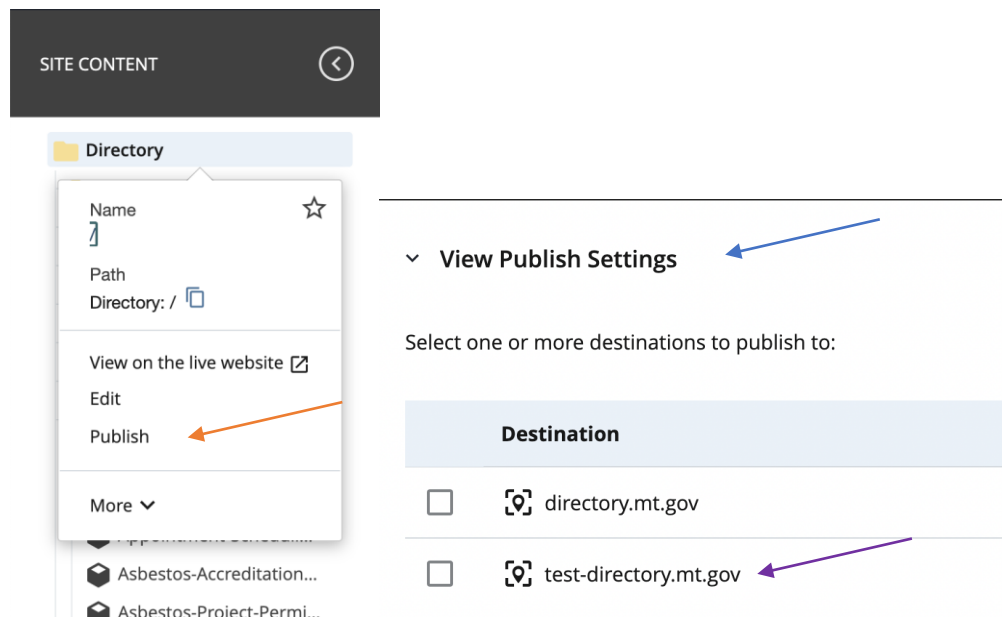
a) Click Submit. The site publish may take a few minutes, you can watch your publish time by clicking on **"View publish queue."** at the bottom of the screen.
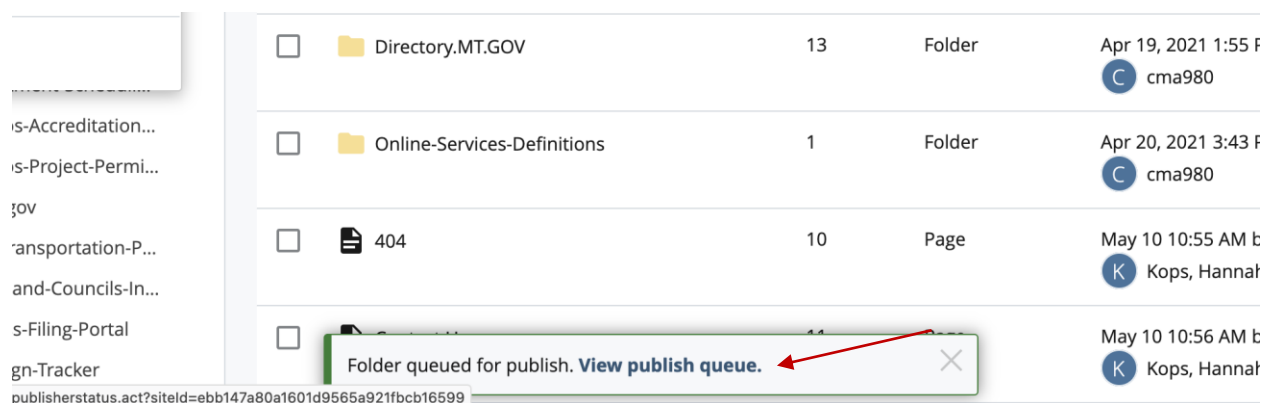
6. Test Your Modal

a) Visit your home page at test-YourSite.mt.gov or test.YourSite.mt.gov
b) **Check that the modal** launches on your home page and any additional pages you visit.
   a. If you click "Accept" you will have to clear cookies and site browser data to see the modal on your other pages.
c) Check that the "Google Analytics" link takes you to your **Google Analytics** Cookie page.
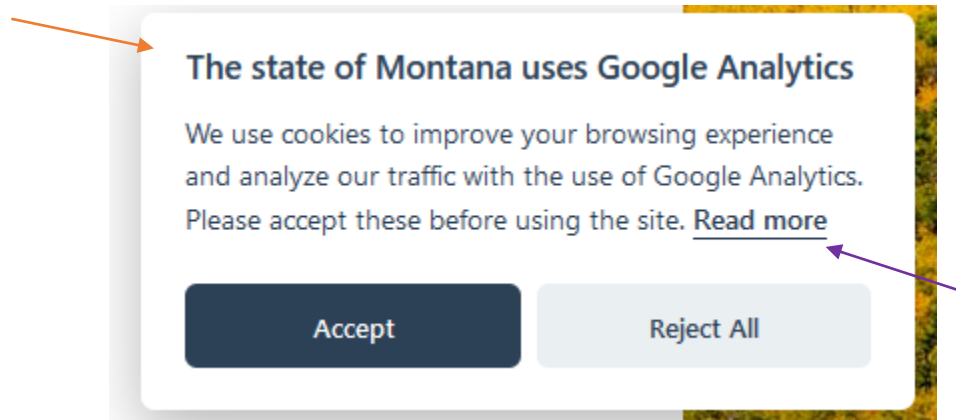
d) Make sure that the "**Use of Cookies and Google Analytics**" link shows up in your footer
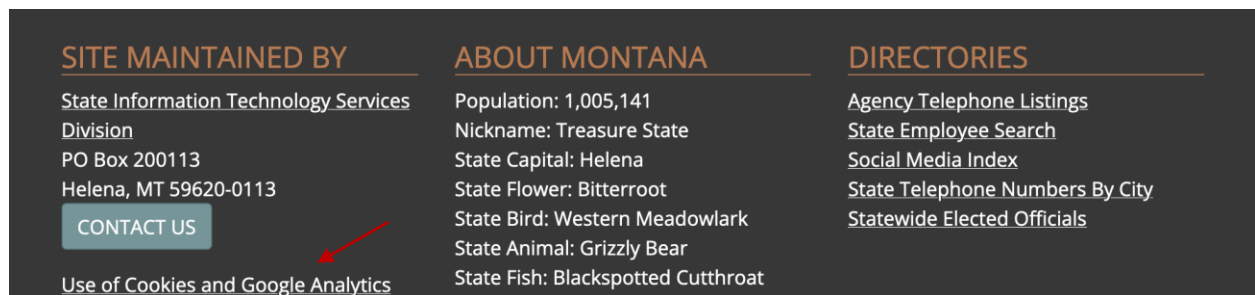
7. Troubleshooting the Cookies

At the top of your browser, where the search bar is, **click the lock symbol** to open the menu to clear cookies and site data. Depending on your browser or operating system, your language may vary.

a. Click "**Cookies and site data**"
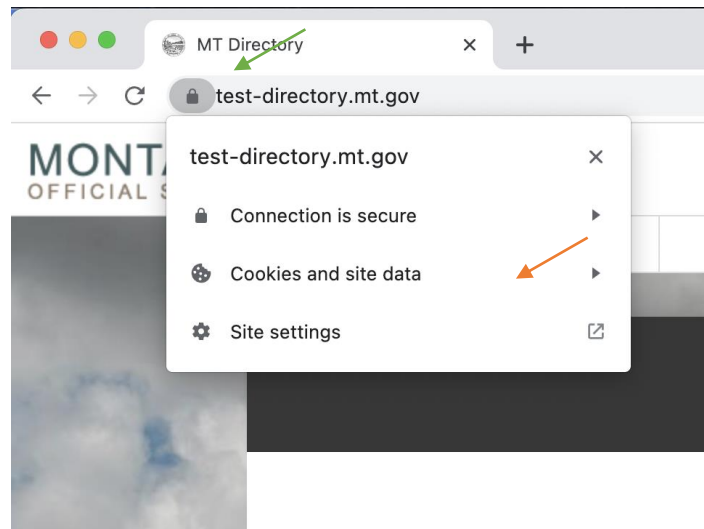
2. Click "**Manage cookies and site data**"
3. Click on the **Trash icon** to delete **template.mt.gov** and your (**Site Name**) which would be **test-directory.mt.gov** for this example. This will reset your cookies and have the modal popup again.